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North London or University
college hospital: Rules.
1835.

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NORTH LONDON HOSPITAL

RULES.

HOSPITAL COMMITTEE.

Those marked * are of the Committee of Management of the University.

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* WILLIAM TOOKE, ESQ., M.P., Treasurer.

PHYSICIANS.

DR. ELLIOTSON, Professor of Medicine, University of London.

DR. THOMSON, Professor of Materia Medica, University of London.

DR. CARSWELL, Professor of Pathological Anatomy, University of London.

OBSTETRIC.

DR. DAVIS, Professor of Midwifery, University of London.

SURGEONS.

SAMUEL COOPER, ESQ., Professor of Surgery, University of London.

ROBERT LISTON, ESQ. one of the Professors of Clinical Surgery, University of London.

R. QUAIN, ESQ., Demonstrator of Anatomy, University of London.

HOSPITAL ASSISTANT.

J. HOGG, M.D.

APOTHECARY.

MR. JOHN TAYLOR.

SECRETARY.

MR. W. LINTOTT.

NORTH LONDON HOSPITAL, ST. PANCRAS.

THIS CHARITY IS FOUNDED FOR THE RELIEF OF POOR SICK AND MAIMED PERSONS, AND FOR THE DELIVERY OF POOR MARRIED LYING-IN WOMEN.

- RULES.

GOVERNMENT.

1. THE Government of the Hospital and the making and altering the Rules for the management of the same is vested in the Council of the University of London, who shall appoint, at their first meeting in the month of March in each year, a Committee for the transaction of the ordinary business of the Hospital during the ensuing year. Such Committee shall consist of the Treasurer of the Hospital, the Secretary of the University for the time being, the Committee of Management of the University, and five Subscribers.

2. The ordinary meetings of the Committee shall be on every Wednesday morning, at half-past nine o'clock ; three to be a quorum. The Treasurer, when present, shall preside.

3. The Committee shall not permit a greater interval than three weeks to elapse between their meetings, without reporting their adjournment to the Council.

4. The Council, at their first meeting in March in every year, shall appoint a TREASURER of the Hospital to act for the ensuing year.

5. The funds of the Hospital shall be lodged at a Banker's, in the name of the " North London Hospital," and shall be drawn therefrom by drafts signed by the Treasurer and countersigned by the Secretary, in obedience to the minutes of the Hospital Committee.

6. The power of appointing the Medical Officers, the Secretary, and the Matron, and of removing them, is vested in the Council of the University. They shall not appoint or remove any Medical Officer until they have received a report from the Hospital Committee, who shall, previously to their report, require a similar report thereon from the Medical Committee, which latter report shall be transmitted to the Council. Provided, however, that the Council shall not delay any appointments for want of such reports, if the Medical Committee have had ten clear days and the Hospital Committee twenty-one days for the making thereof.

7. The appointment of all the Nurses and Servants is vested in the Hospital Committee, who may suspend or discharge any such Nurses and Servants without assigning any reason for the same.

SUBSCRIBERS.

8. Every subscriber of one guinea annually is entitled to recommend four out-patients yearly, two of whom may be pregnant women.

9. Every subscriber of three guineas annually is entitled to recommend three in-patients and six out-patients yearly, and four of the latter may be pregnant women.

10. Every donor of ten guineas or upwards, in one sum, is entitled for life to recommend four out-patients yearly, two of whom may be pregnant women.

11. Every donor of thirty guineas or upwards, in one sum, is entitled to recommend during his life three in-patients and six out-patients yearly, and four of the latter may be pregnant women. Such donor may transmit this privilege to any individual whom he or she may nominate.

12. Every donor of one hundred guineas or upwards, or subscriber of ten guineas annually, is entitled to an unlimited privilege of recommending patients; subject to Rule 14.

13. Persons who shall bequeath one hundred pounds or more to the Hospital may nominate a person who shall enjoy the privilege of a life subscriber upon the payment of such bequest.

14. No subscriber or donor shall have more than one in and one out-patient on the books at the same time.

15. Annual subscriptions must be paid in advance for the current year, such year to be understood to commence from the 1st day of January next preceding the subscription; and no subscriber is entitled to any privilege whilst his or her subscription is in arrear.

16. Every subscriber shall have the privilege of visiting the wards and other departments of the Hospital in the presence of any of the Physicians or Surgeons, the Apothecary, the Secretary, or the Matron.

17. An account of the income and expenditure of the Hospital during the preceding year shall be annually transmitted to every subscriber between the months of January and March, and the minute books of the Committee shall be open to every donor of ten guineas or more, or subscriber of three guineas annually, on application to the Secretary.

18. The Committee shall have the power of recommending to the Council individuals who shall have the privileges of life subscribers of thirty guineas; they shall have the power of appointing a Patron and Vice-Patrons, a President and Vice-Presidents, subject to the sanction of the Council: these shall have the privileges of life subscribers.

19. Every Incumbent of a parish, and every Proprietor of a chapel who shall lend his pulpit for a sermon in aid of the Hospital, and every clergyman or Minister who shall, at the request of the Committee preach such sermon, shall thereby have the privileges of a life subscriber.

MEDICAL COMMITTEE.

20. There shall be a Medical Committee, consisting of the Medical Faculty of the University, and of all the Physicians and Surgeons of the Hospital; five shall be a quorum. The Dean of the Faculty, when present, shall preside.

21. The minutes of the Proceedings of the Medical Committee shall be submitted to the inspection of the Hospital Committee at their weekly meetings; and no minute of the nature of general regulation shall be valid, unless confirmed by the Hospital Committee.

22. The Medical Committee shall have the control of the Medical and Surgical Departments of the Hospital, and of the Officers and Servants attached thereto, and of the students attending the same, and of the patients; and they shall from time to time make regulations for the management of the same, subject to the foregoing reservation.

23. They shall recommend the purchase of all Surgical Instruments, Apparatus, and Medicines, for the use of the Hospital.

24. They shall make rules for the admission and discharge of patients, and the distribution of beds, and report thereon weekly to the Hospital Committee.

25. They shall provide means for preserving a systematic record of the cases admitted into the Hospital, and shall see that Medical and Surgical Clinical Lectures are duly given.

MEDICAL OFFICERS.

26. The Medical Officers of the Hospital consist (Nov. 1834) of the four Physicians, the three Surgeons, the Hospital Assistant, and the Apothecary.

27. One Physician and one Surgeon shall attend the Hospital daily, except Sunday, at hours to be fixed by the Medical Committee.

28. THE HOSPITAL ASSISTANT shall attend such of the out-patients as the Physicians shall direct.

29. The APOTHECARY shall not practise out of the Hospital, nor be engaged in any other business than that of the Charity.

30. He shall not be absent from the Hospital without the leave of the Physician of the day; and, on Sundays, of the Physician of the previous day; nor without deputing a proper person to act for him; such deputy being approved by the Physician.

31. He shall never be absent from the Hospital during a whole day, or after 12 at night, without the leave of the Medical Committee.

32. He shall visit all the wards every morning, beginning not later than nine o'clock, see that they are all properly cleaned and ventilated, and that the comfort of the patients is attended to by the Nurses. He shall report to the Physicians the state of their patients, have the charge of preparing and dispensing all Medicines according to the prescriptions of the Physicians and Surgeons; and, on emergencies in the absence of the Physicians, he will take charge of their patients.

33. He shall keep an account of all medicines, and other things brought into the Dispensary, and of their prices, and likewise of the consumption thereof.

34. He shall, when required, attend the Physicians and Surgeons during their visits through the wards.

35. He shall give timely notice to the Students of the performance of any operation.

36. He shall prepare and keep in each ward the ward diet list, and deliver an abstract thereof to the Matron daily.

37. He shall superintend generally the conduct of the Pupils, Patients, Nurses, and Servants; and inform the Committee of whatever may require their attention in his department.

38. He shall enter in a book the name and address of every patient not admitted for want of room; and, on any ensuing admission day, if the case still require admission, it shall be preferred to all others, except such as the Physician and Surgeon of the day may consider more urgent; the Subscriber recommending being informed by the Secretary why the admission of the patient is suspended.

39. He shall keep a list of all patients refused for inadmissibility, or expelled for misbehaviour, with the date and cause of their rejection or expulsion, and in every instance the Secretary shall acquaint the Subscriber recommending with the circumstances.

HOUSE SURGEONS.

40. There shall be two House Surgeons, to be selected annually by the Medical Committee from the Dressers of the Hospital. In appointing House Surgeons, the Medical Committee will ascertain concerning the Candidates the following facts, viz.—

1st. Their moral character.

2nd. The honours obtained by them in the Medical classes of the University.

3rd. The opportunities they have previously had of obtaining practical information.

They will likewise cause the Candidates to undergo, before judges, to be appointed by and out of the Medical Committee, a public exa-

mination into their practical acquaintance with the sciences involved in the office of House Surgeon. And the Medical Committee will report to the Hospital Committee the qualifications of the House Surgeons appointed by them.

(Note.) This regulation will be enforced after the 1st day of June, 1835.

41. The House Surgeons are under the direction of the Surgeons of the Hospital; they may be suspended or removed by the Medical Committee; they will live in the Hospital, and pay one guinea per week for their board, but they will not pay any Hospital fee beyond the usual perpetual fee.

42. On the admission of every casualty patient, or in any other surgical case of emergency, they will send to the Surgeon of the day a written notice thereof, stating the nature of the case; and until the patient has been visited by such Surgeon or one of his colleagues appointed to attend for him, the patient shall be considered as under the care of the House Surgeons for all purposes excepting any capital operation.

PHYSICIANS' CLERKS AND SURGEONS' DRESSERS.

43. Each Physician may select from the Students who have attended the Hospital three months, one or more Clerks, and each Surgeon one or more Dressers, giving preference to those Candidates who, with equal moral character, have obtained the highest honours in the Medical Classes of the University.

(Note.) This regulation will be enforced after the 1st of June 1835.

44. The Clerks and Dressers shall pay only the ordinary Hospital fee paid by perpetual Students. They shall remain in office three months, and may be re-appointed, unless removed by the Physician or Surgeon who appointed them, or by the Medical Committee.

45. The appointment of every Clerk or Dresser must be reported to the Hospital Committee by the Medical Committee, who will likewise report his professional qualifications.

APOTHECARY'S PUPILS.

46. The Apothecary may have three private Pupils, each of whom shall have attained the age of fifteen; they shall not be admitted without the approval of the Medical Committee, by whom they may be suspended or removed. The Hospital shall not be chargeable with any expenses whatever on account of them.

47. Any Student of the Hospital may become an Apothecary's Pupil during six months, on payment of a fee to the Apothecary of 2*l.* 2*s.*; and the Apothecary will give to such Student the same instruction in the duties of an Apothecary, as he affords to his Private Pupils.

STUDENTS.

48. Students are admitted to witness the practice of the Hospital upon the following terms :

For perpetual admission to the Medical and Surgical Practice, 26*l.* 5*s.*

For attendance during one year upon the Physicians' and Surgeons' Practice, 21*l.*

For attendance during one year upon the Physicians' or Surgeons' Practice separately, 15*l.* 15*s.*

For attendance during six months upon the Physicians' and Surgeons' Practice, 15*l.* 15*s.*

For attendance during six months upon the Physicians' or Surgeons' Practice separately, 10*l.* 10*s.*

(*Note.*) Their proportion of these fees has been relinquished by the Physicians and Surgeons of the Hospital, and is devoted to the maintenance of the establishment.

Every Student shall pay, in addition to these fees, 10*s.* to the Apothecary and 5*s.* to the Secretary.

49. The sons of the Physicians and Surgeons of the Hospital have the right to attend the Medical and Surgical Practice of the Hospital, as perpetual Pupils, without payment of fees.

50. Pupils are entitled to attend the Clinical Lectures and Post-mortem Examinations in the departments to which they are entered.

51. Students shall be admitted into the wards of the Hospital by special authority of one of the Physicians or Surgeons, or of the Apothecary, at other hours than those of visiting or dressing ; and by the like authority they may remain in the Hospital after the usual business of the day is finished.

52. No Student, Clerk, Dresser, or Pupil shall be allowed to go into the dead-house, unless accompanied by one of the Physicians or Surgeons.

53. The Medical Committee shall have the power of dismissing a Clerk or Dresser from his office. They may suspend a student from attendance at the Hospital for any time not exceeding one month. The power of dismissing a student from the Hospital is vested in the Court of Discipline of the University, who shall, previously to investigating the case, require a report in writing from the Medical Committee.

CHAPLAIN.

54. There shall be a Chaplain, to be appointed and removed by the Hospital Committee.

55. He shall perform Divine Service in the Hospital once every Sunday, and shall attend to such other religious duties as may be required of him.

SECRETARY.

56. The Secretary shall attend all Meetings of the Committee of Management, and of the Medical Committee, and keep correct minutes of their proceedings, and see that their orders are carried into effect.

57. He shall receive the fees of the Students, and keep a register of them; he shall keep the accounts of the Income and Expenditure of the Hospital, and shall countersign all drafts; he will pay into the Bankers from day to day the sums that he may receive on account of the Charity.

58. He will, under the direction of the Committee of Management, issue and sign all orders for the supply of goods and provisions for the use of the Hospital.

59. He shall keep a correct list of the Donors and Subscribers to the Charity.

60. He shall draw up an annual statement, ending the 31st of December, of the receipts and payments, and of the number of patients admitted and discharged.

61. He is responsible for all the property of the Institution until it shall have been handed to the Apothecary or Matron.

MATRON.

62. The Matron will reside in the Hospital, and have such salary, in addition to her board and lodging, as the Hospital Committee shall think fit.

63. She will take charge of all the household goods, bedding, linen, and furniture. She will see that all stores and provisions are correctly delivered, both as to quality and quantity. She will keep the keys of the store-rooms and cellars, and deliver out the stores and provisions in quantities adapted to the proper consumption of the Hospital; permitting no person, but in her presence or that of the Secretary, to have access to them.

64. She will keep an inventory of all goods, stores, and provisions, under her care, and also a regular account of the receipt and expenditure of the same: this account must be laid before the Hospital Committee at their Weekly Meetings.

65. She will visit all the wards morning and evening, and the other apartments daily, and see that they, and everything under her care, be kept clean and neat.

66. She will attend strictly to the directions of the Physicians and Surgeons as to the care and diet of the patients; see that it be served to them at regular hours, and that no liquors or improper provisions be admitted for their use; she will inquire daily whether they have any complaint to make, and reprove any unkindness or neglect of the Nurses.

67. On the admission of in-patients, she will cause them to be made clean, and to have clean sheets, which shall be changed as often as necessary.

68. By desire of any patient, she shall, with leave of the Physician or Surgeon, or, in their absence, of the Apothecary, request the attendance of a Minister of religion.

69. On the death of any patient in the Hospital, she will take charge of the effects of the deceased, for the use of the proper claimants, or the disposal of the Hospital Committee.

70. She shall keep the keys of the Hospital, and see that all doors, except the centre door, be locked at nine, and be not opened before seven o'clock in the morning, except on special occasions.

71. She shall not leave the Hospital in the absence of the Apothecary, nor without leaving word with him where she may be found, nor for more than four hours at a time, without the consent of the Hospital Committee or the Treasurer.

72. She shall preside at the meals of the resident Officers and Pupils, and take care that the breakfast be served at eight, and the dinner not later than four o'clock, and that no meals be allowed in the private rooms of the Officers.

COLLECTOR.

73. The Collector shall give such security as shall be required by the Hospital Committee.

74. He shall use his utmost endeavours to increase and get in the subscriptions to the Charity, and shall render an account weekly to the Secretary.

NURSES AND SERVANTS.

75. They shall strictly obey the directions of the Matron.

76. No nurse shall be employed who cannot read writing.

77. The Nurses shall be resident in the Hospital, and come on duty in summer at six and in winter at seven o'clock, and remain on duty till nine in the evening; they then (with permission of the Matron) may absent themselves from their ward for one hour only.

78. The night Nurses shall come on duty at nine in the evening, and remain on duty till eleven in the day.

79. The Nurses, with the assistance of the night Nurses, shall clean their wards every morning by eight o'clock, and serve breakfast to the patients within half an hour from that time; and they shall punctually administer the medicines confided to their care.

80. The Nurses shall clean all patients upon their admission before they are put into bed, and see that the hands and faces of every one be daily washed, and their persons and clothes kept clean and neat.

81. The Nurses shall suffer none of the patients to receive any liquors or improper food, and they shall see that no provisions or other property be wasted or conveyed away.

82. Immediately on the death of a patient, the Nurse shall send notice thereof to the Matron, and not quit the ward, or the custody of the effects of the deceased, till they are taken charge of by the Matron.

83. No Nurse shall be absent from her ward at the usual visiting time of the Physicians, Surgeons, or Apothecary.

84. The Nurses shall suffer no noise in the wards, and shall see that all visitors withdraw at the appointed time.

85. No Nurse or Servant shall, on any pretence, receive any money or other reward from the patients or their friends.

86. Any Nurse or Servant who shall break the Rules, or shall see any other person do so without immediately informing the Apothecary or the Matron, shall on the first offence be reprimanded, and on the second be discharged.

PATIENTS.

87. Such persons only shall be admitted in-patients as are unable to pay for their medicines and support during their illness, and out-patients shall be such only as are unable to pay for advice and medicine.

88. Recommendations of patients shall be in the form or to the effect following :

To the Committee of the North London Hospital.

Gentlemen,

*I hereby recommend
of in the parish of aged
as a proper object of your Charity, and I hereby request you to admit
him as a patient of the Hospital if you think fit.*

(Signed)

(Residence of Governor and date.)

89. All persons desirous of being admitted, shall attend with their recommendation at half-past eleven o'clock on Tuesdays.

90. All persons admitted as in-patients, shall bring, if possible, a change of linen.

91. Cases of casualty, and any others requiring immediate relief, shall be admitted at all times, without recommendation.

92. Patients having been in the Hospital three calendar months,

will be discharged by the Hospital Committee, unless a Physician or Surgeon shall report that it is expedient to retain them.

93. Persons afflicted with the venereal disease will be admitted on payment of two guineas.

94. Servants of Non-Subscribers will be admitted on payment of 10s. 6d. weekly.

95. No patient who shall have been expelled for disorderly conduct, or discharged by the Committee, shall be re-admissible, except by order of the Committee, or in case of casualty.

IN-PATIENTS.

96. In-patients shall conform to all the Rules of the Hospital, conduct themselves quietly and respectfully, and punctually observe the directions of the Physicians, Surgeons, Officers, Matron, and Nurses.

97. The friends of patients will be permitted to visit them occasionally, on making application to the Matron or Apothecary; but no patient may be visited by more than two persons in one day, or at any other time than between the hours of three and five in the afternoon.

98. No in-patient shall leave his bed or ward when forbidden, or absent himself from the Hospital, without the written permission of the Physician or Surgeon, who shall specify the time for his return, which permission must be deposited with the Porter.

99. No person shall be suffered to bring liquors to the patients, or other provisions than tea and sugar; and all parcels brought into the Hospital for the use of the patients shall be opened in the presence of the Matron or Nurse.

100. Patients shall attend as much as possible to personal cleanliness, and no gaming, smoking, quarrelling, or improper conversation, shall be permitted.

101. They shall attend sedately and reverently during the performance of religious duties.

102. Any patient refusing to obey the directions of the Officers or Nurse, or being guilty of any irregularities, shall be dismissed.

103. All convalescent patients, when able, shall render such assistance to the Nurses as may be required of them.

104. No conversation shall be carried on in the wards after the hour appointed for retiring to rest.

105. Any patient having cause of complaint, shall inform the Physician or Surgeon in attendance.

106. Neither the patients nor their friends shall give any gratuity to any Nurse or other person belonging to the Hospital.

107. Tables of the Rules which refer to the conduct of the Patients, Nurses, and Servants respectively, shall be hung up in the appropriate offices or wards.

108. No stranger shall be permitted to go into any of the wards without the permission in writing of, or unless accompanied by, one of the Physicians or Surgeons, the Apothecary, the Secretary, or the Matron.

OUT-PATIENTS.

109. Out-patients receiving Medical or Surgical relief shall punctually attend at the time appointed, and if without reasonable cause they absent themselves, they shall be refused further relief.

110. They shall provide fillets for bleeding, and phials and gallipots for medicine.

111. They shall go into waiting-rooms appointed for them, and, when dismissed, leave the Hospital immediately, on pain of being denied further relief.

HOUSE PORTER.

112. The House Porter shall constantly attend the door, and shall not permit any in-patient to go out without the written permission of the Physician or Surgeon; and he shall enter the name of every patient so leaving the Hospital, and the time of his return.

113. He shall permit no stranger to enter without the knowledge of the Apothecary, Secretary, or Matron.

114. He shall keep a list of all pupils attending the Hospital.

115. He shall immediately inform the Apothecary or the Matron of such patients as shall have absented themselves without leave, and also of such persons as may be detected in, or suspected of, bringing liquors or provisions for the patients or servants, or conveying away provisions or other property belonging to the Establishment.

116. He shall attend carefully to the directions of the Committee, the Apothecary, and the Matron; conduct himself with respectful attention to the Physicians, and Surgeons, and Pupils, and behave with civility to all persons, answering their inquiries, or directing them where to procure information; and he shall not receive any present for services done in the Hospital.

TRADESMEN.

117. No tradesman shall furnish goods or provisions to the Hospital without a written order signed by the Secretary; and every

tradesman serving the Hospital must deliver in with his goods and provisions, bills of parcels of the same.

118. Any tradesman employed by the Hospital who shall give a gratuity to any Officer or Servant belonging to it, shall not again be employed; and the Officer or Servant receiving such gratuity shall be dismissed.

WILLIAM LINTOTT, SECRETARY.

10th February, 1835.

Subscriptions are received by the Treasurer, W. TOOKE, Esq., M.P., 12, Russell Square, or 39, Bedford Row; Messrs. COURTS and Co., Strand; Messrs. SMITH, PAYNE, and Co., Lombard Street; by the SECRETARY, at the Hospital; and by the COLLECTOR.



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